Petition for Overload – College of Arts and Sciences

Date of Petition: ___________________
Name: ____________________________
E-mail: ___________________________
Total units requested: 18 + _____ = _____
Quarter Requested_________________________
ID: __________ Phone: __________
Major: __________________________________
Class: Fr____ So____ Jr____ Sr____

Do you meet the criteria for the overload you are requesting?
(See the “CAS Policy” and “Specific Criteria” on the other side of this form)

If you DO meet the criteria:
• Sign this form
• Submit it to the CAS Dean’s Office (LSH 221)

If you DO NOT meet criteria:
• Document in the space below the specific reason(s) why you need an overload
• Obtain you advisor’s signature (and, if you are a graduating senior, an approved copy of your Senior contract; see “CAS Policy” on the back of this form)
• Sign this form
• Submit it to the CAS Dean’s Office (LSH 221)

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Student Signature                              Date                    Advisor Signature (if required)       Date

For CAS Dean’s Office Use Only:


Dean’s Decision [Approved] [Denied]

Dean’s Signature: ___________________________ Date: ___________________

Made change in Banner on: __________________ By (initials) __________________

Notes: ___________________________________________________________________________

Revised December 8, 2015
CAS Policy on Academic Overloads

1) All students requesting an academic load must fill out a Petition for Overload (available at the CAS Dean’s Office)

2) Students must have completed Basic Skills requirements in order to request an overload.

3) Automatic Approval: Students on Regular Standing who request an overload above 18 units will automatically be granted the overload by Dean’s Office staff, if they meet the Specific Criteria listed below.

4) Dean’s Office Review: Petitions from the following student groups will be reviewed by the CAS Dean’s Office; students in these groups will not be permitted to register for the overload until granted approval by the Dean:
   a. Students on Regular Standing who do not meet the Specific Criteria
   b. Students on Academic Probation requesting to register for more than 16 units
   c. Students on Critical Academic Probation requesting to register for more than 12 units

Students in these groups must:
   • Carefully document the extraordinary circumstances that warrant an overload
   • Obtain the signature of their academic advisor
   • (Graduating Seniors only): Provide a copy of an application for graduation (senior contract) approved by the Records Office

Specific Criteria

1) For an overload from 18.5 to 22.5 units, the student must either:
   a. have completed 32 units of college classes and have a cumulative GPA of 3.00 or greater
   Or
   b. have senior standing and earned a term GPA of 3.00 or better in the previous two quarters

2) For an overload from 23 to 26.5 units, the student must either:
   a. have completed 48 units of college classes and have a cumulative GPA of 3.50 or greater
   Or
   b. have senior standing and earned a term GPA of 3.50 or better in the previous two quarters

3) Overloads above 26.5 units will typically not be approved. For extremely unusual circumstances to be considered the student must either:
   a. have completed 48 units of college classes and have a cumulative GPA of 4.00
   Or
   b. have senior standing and earned a term GPA of 3.75 or better in the previous two quarters and be able to graduate within three quarters.

University Policy on Course Loads (from Faculty Handbook II: 4.5.C)
The normal course load, including all courses for which a student may be registered at this or another institution, is 16 quarter units for an undergraduate student, 12 quarter units for a graduate student, and 12-15 quarter units for a graduate professional student, depending on the particular program. Undergraduate students with exceptional ability may, but only with the approval of the dean of their school, register more than 18.5 units. A student on academic probation is subject to reduced course load.